



OPEN MEETING

REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE*

**Monday, November 13, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions virtually using one of the following options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/93156707417> or by calling 669-900-6833 Webinar ID:93156707417.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for October 09, 2023
4. Remarks of the Chair
5. Member Comments - *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update

8. Consent Calendar: *All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*
 - a. Over-The-Counter Variances – None

9. Variance Requests
 - a. None

10. Items for Discussion and Consideration
 - a. Revision to Architectural Standard 18: Gutters and Downspouts
 - b. Revision to Architectural Standard 11: Exclusive Use Common Area Exterior Floor Coverings
 - c. Review Current Conditions and Restrictions for Solar Installations
11. Items for Future Agendas
 - a. Detailed Interior Inspections – **TBD**
 - b. Revision to Architectural Standard 8: Porch Lift/Elevators – **TBD**
 - c. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings – **TBD**
12. Committee Member Comments
13. Date of Next Meeting: Monday, December 11, 2023 at 1:30 p.m.
14. Adjournment

*A quorum of the Third Board or more may also be present at the meeting.

Jim Cook, Chair
Baltazar Mejia, Maintenance & Construction Assistant Director
Telephone: 949-597-4616



OPEN MEETING

**REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE***

**Monday, October 09, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, Andy Ginocchio (Alternate), Nathaniel Ira Lewis, Advisors: Michael Butler, Lisa Mills, Mike Plean

COMMITTEE MEMBERS ABSENT: Cush Bhada (Excused), Cris Prince (Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Cook called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for September 11, 2023

Hearing no objection, the meeting report was unanimously approved as written.

4. Remarks of the Chair

None.

5. Member Comments - (Items Not on the Agenda)

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

- 8. Consent Calendar:** All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

- a. **Over-The-Counter Variances** – None.

9. Variance Requests

None.

10. Items for Discussion and Consideration

- a. Revision to Architectural Standard 31: Washer and Dryer Installation

The Committee suggested revisions to Section 4.3 as follows: “All washer hook ups...” to “All washer **connections**...”. Section 4.4 revision “Mutual-owned flat PVC roofs” to “Mutual-owned flat roofs”.

A motion was made to recommend the Third Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

- b. Revision to Demolition Consent Requirements & Associated Fees

The Committee suggested fixing a double entry clerical error.

A motion was made to recommend the Third Board approve the revisions to the demolition consent requirements and associated fees. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Revision to Architectural Standard 8: Porch Lift/Elevators – **November**
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings – **November**
- c. Revision to Architectural Standard 18: Gutters and Downspouts – **TBD**
- d. Detailed Interior Inspections – **TBD**

- e. Review Current Conditions and Restrictions for Solar Installations – **November**

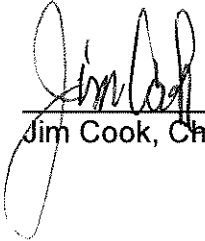
12. Committee Member Comments

- Advisor Butler shared his sentiments that while gradual, incremental changes are happening and that should be applauded.

13. Date of Next Meeting: Monday, November 13, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 1:56 p.m.



Jim Cook, Chair

10/12/2023

Jim Cook, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-597-4616

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STAFF REPORT

DATE: November 13, 2023
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard are intended to bring it up to current standards and improved designs. Standard 18 was last revised in June 2018, via Resolution 03-18-91 (Attachment 2).

DISCUSSION

In order to improve the flow capacity of rain gutters and reduce maintenance, staff proposes to revise this standard to use K-style rain gutters (similar to the ones that VMS contractors use when installing or replacing rain gutters).

FINANCIAL ANALYSIS

The proposed revisions to Standard 18 do not impact the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 18: Gutters and Downspouts
Attachment 2 – Current Resolution 03-18-91
Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts
Attachment 4 – Final Draft Standard 18: Gutters and Downspouts
Attachment 5 – Proposed Resolution 03-23-XX

**ATTACHMENT 1 – CURRENT STANDARD 18: GUTTERS AND
DOWNSPOUTS**



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-91

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Applications to roofs where hangers penetrate or may harm the roofing in any way are prohibited.
- 2.4** All gutters and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

RESOLUTION 03-18-91

ALTERATION STANDARD SECTION 18 – GUTTERS AND DOWNSPOUTS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 18 – Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, April 17, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard Section 18 – Gutters and Downspouts;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

ATTACHMENT 3 – REDLINED REVISED STANDARD 18:
GUTTERS AND DOWNSPOUTS



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-91

REVISED [DATE], RESOLUTION 03-23-XX

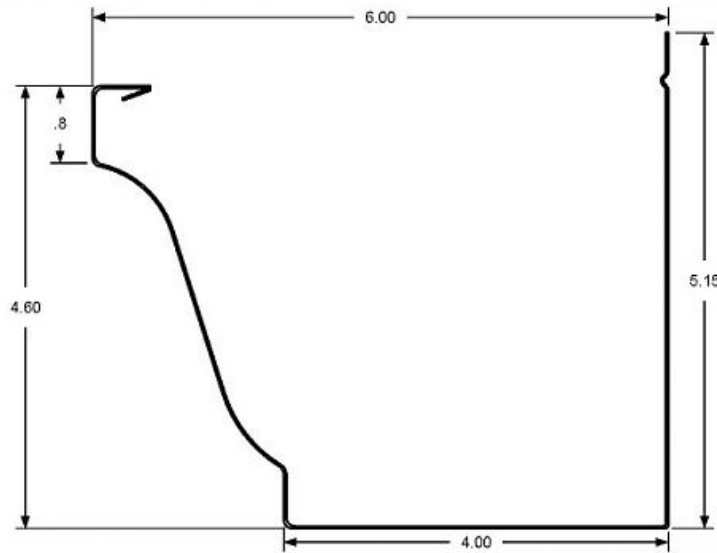
1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts shall have a slope of not less than 1/8-inch per foot along their entire length. Gutters and downspouts shall be installed so that water does not pool at any point. A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** Downspouts shall be installed along every 25 feet to 30 feet of guttering. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** ApplicationsInstallations to roof systemss where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted copper and steel gutters or downspouts are not permitted.

ATTACHMENT 3 – REDLINED REVISED STANDARD 18:
GUTTERS AND DOWNSPOUTS



- 2.5 All downspouts to be seized at 4 inches by 6 inches to match color of existing guttering. and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.6 Termination of all downspouts must be at least 48-inches away from the face of building. A combination of downspout and splash blocks may be used to achieve minimum distance.
- 2.7 Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.42.8 In order to assist in substantially reducing a maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers and prevent obstructions – Gutter / Leaf Guards are required.
- 2.52.9 Gutters and downspouts will be of the same color to match the surface they are attached to.

ATTACHMENT 4 – FINAL DRAFT STANDARD 18:
GUTTERS AND DOWNSPOUTS



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-91

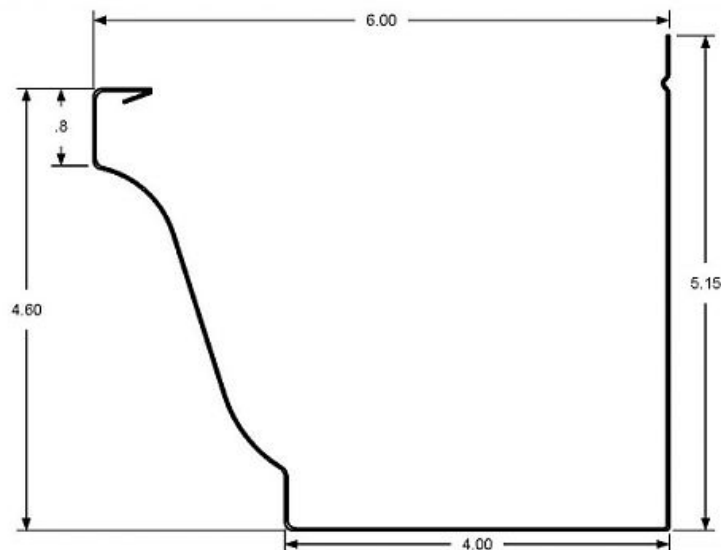
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts shall have a slope of not less than 1/8-inch per foot along their entire length. Gutters and downspouts shall be installed so that water does not pool at any point.
- 2.2** Downspouts shall be installed along every 25 feet to 30 feet of guttering. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted copper and steel gutters or downspouts are not permitted.



ATTACHMENT 4 – FINAL DRAFT STANDARD 18:
GUTTERS AND DOWNSPOUTS

- 2.5** All downspouts to be seized at 4 inches by 6 inches to match color of existing guttering.
- 2.6** Termination of all downspouts must be at least 48-inches away from the face of building. A combination of downspout and splash blocks may be used to achieve minimum distance.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** In order to assist in substantially reducing a maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers and prevent obstructions – Gutter / Leaf Guards are required.
- 2.9** Gutters and downspouts will be of the same color to match the surface they are attached to.

ATTACHMENT 5 – PROPOSED RESOLUTION

RESOLUTION 03-23-XX

STANDARD 18: GUTTERS AND DOWNSPOUTS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-91 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

NOVEMBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360



STAFF REPORT

DATE: November 13, 2023
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 11: Exclusive Use Common Area Floor Coverings

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Standard 11: Exclusive Use Common Area Floor Coverings.

BACKGROUND

The ACSC initiated a review of the current Standard 11: Exterior Floor Coverings (Attachment 1) and proposed revisions to the Standard that includes a more inclusive title and provisions to allow floor coating to garages such as epoxy coat. Standard 11 was last revised in March 2018, via Resolution 03-18-41 (Attachment 2).

DISCUSSION

Garage floor coating is a popular alteration that not only improves the appearance of the garage but also seals the surface of the concrete and fills any cracks. The current process to issue a mutual consent requires multiple steps, including a variance process. By including this improvement in Standard 11, the processing time will be greatly reduced; thus, benefiting the members.

FINANCIAL ANALYSIS

It is not anticipated that the proposed revision to Standard 11 will impact the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 11: Exterior Floor Coverings
Attachment 2 – Current Resolution 03-18-41
Attachment 3 – Redlined Revised Standard 11: Exclusive Use Common Area Floor Coverings
Attachment 4 – Final Draft Standard 11: Exclusive Use Common Area Floor Coverings
Attachment 5 – Proposed Resolution 03-23-XX

ATTACHMENT 1 – CURRENT STANDARD 11:
EXTERIOR FLOOR COVERINGS



SECTION 11 EXTERIOR FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MARCH 2018, RESOLUTION 03-18-41

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Walkway coverings and coatings are prohibited in Common Areas.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

ATTACHMENT 1 – CURRENT STANDARD 11:
EXTERIOR FLOOR COVERINGS

- 3.2** Members shall remove any floor covering for access to the subsurface for purposes of repairs as may be required.
- 3.3** Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

RESOLUTION 03-18-41

Revise Alteration Standard Section 11 – Exterior Floor Coverings

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 11 – Exterior Floor Coverings.

NOW THEREFORE BE IT RESOLVED, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to the following section of Alteration Standard Section 11 – Exterior Floor Coverings;

RESOLVED FURTHER, Resolution 03-02-23, adopted March 18, 2003, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.



SECTION STANDARD 11 EXTERIOR EXCLUSIVE USE COMMON
AREA FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MARCH 2018, RESOLUTION 03-18-41

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard ~~Section~~ 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete garage, courtyard, atrium and patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Walkway coverings and coatings are prohibited in Common Areas.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in garages, patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

ATTACHMENT 3 – REDLINED REVISED STANDARD 11:
EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

3.2 Members shall remove any floor covering for access to the subsurface for purposes of repairs as may be required.

3.23.3 Members assume all responsibility to replace any floor coverings removed or impacted by repairs performed by VMS or its contractors.

3.33.4 -Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.

3.43.5 Members assume responsibility for any building damage occurred due to the installation of a floor covering.

3.53.6 On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.

3.63.7 If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

ATTACHMENT 4 – FINAL DRAFT STANDARD 11:
EXCLUSIVE USE COMMON AREA FLOOR
COVERINGS



**STANDARD 11 EXCLUSIVE USE COMMON AREA FLOOR
COVERINGS**

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MARCH 2018, RESOLUTION 03-18-41

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete garage, courtyard, atrium and patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Walkway coverings and coatings are prohibited in Common Areas.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in garages, patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

ATTACHMENT 4 – FINAL DRAFT STANDARD 11:
EXCLUSIVE USE COMMON AREA FLOOR
COVERINGS

- 3.2** Members shall remove any floor covering for access to the subsurface for purposes of repairs as may be required.
- 3.3** Members assume all responsibility to replace any floor coverings removed or impacted by repairs performed by VMS or its contractors.
- 3.4** Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.5** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.6** On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.7** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

ATTACHMENT 5 – PROPOSED RESOLUTION

RESOLUTION 03-23-XX

STANDARD 11: EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 11: Exclusive Use Common Area Floor Coverings;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts Standard 11: Exclusive Use Common Area Floor Coverings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-41 adopted March 23, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

NOVEMBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360

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